**Direct Support Professional (DSP) Job Description**

**8am – 8 p.m. Staff**

* Make beds or ensure individual has made bed each morning
* Vacuum and mop floors daily
* Assist individual in keeping their closets orderly
* Wash individual clothing weekly and as needed
* Assist individual in mobility in community (this may include vacations, as well as emergency evacuation situations)
* Assist individuals in preparing and serving meals
* Enforce PCL inclement weather policies and procedures
* Complete all individuals training and activities daily.
* Complete and sign daily logs after each worked shift.
* Accompany individual to doctor’s appointments.
* Prepare meals for lunch and dinner
* Medication administration (*MAC Trained only*)

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**8 p.m. – 8 a.m. Staff**

* Wash individual’s bedclothes, towers and rugs as needed
* Clean bathrooms, floors, and other areas
* Clean refrigerators, deep freezers, microwave oven, stove tops and ovens
* Dust furniture polish all rooms where individuals do not sleep in at night
* Keep inside facing of windows dusted out and clean
* Prepare breakfast for individuals
* Keep all cabinets clean and straighten out *(Weekend Staff)*
* Enforce PLC inclement weather policies and procedures
* Complete and sign logs after each worked shift
* Accompany individuals in the community
* Medication administration *(MAC Trained only)*

*Requirements*

* *High School Diploma or GED*
* *Valid driver’s license*
* *Verifiable Social Security Number*
* *No felonies*

*I have read and I understand the above requirements and job description and I am able to perform the job duties with reasonable accommodations.*

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*Signature Print Name Date*